

APPLICATION FOR CHANGE OF DESIGNEE OF A USED MOTOR VEHICLE DEALER LICENSE

INSTRUCTIONS FOR APPLICATION

Address changes may NOT be made on this application. You must use the address currently on file with the board office and on your license. If you must make an address change, complete the Change of Location or Name form, available on our website.

Email address is requested by the Professional Licensing Boards Division. Acknowledgement of your application will be sent by email. If any additional information is needed, email is the most efficient way for the Board staff to contact you. Also, useful information such as notifications regarding license renewal will be sent via email. Please notify the Board of any email address change. Your email address will not be shared with any third party.

The person authorized to hold the license listed on the first page of the application must be the person who is authorized as Designee on the appropriate Affidavit of Authorization of Designee. The affidavits included in the application authorize the person listed as the Designee of the business for purposes of holding the license and being responsible for the daily operations of the business. Complete the appropriate affidavit that corresponds with your business ownership type, whether a corporation or limited liability company, or a partnership.

Include a copy of the Pre-License Seminar Certificate for the Designee.

The Designee must have fingerprints scanned through the process administered by Cogent Systems.

Applicants must register with Cogent Systems prior to going to the fingerprint site. There will be no data collection or registration at the fingerprint collection sites. Fingerprint services will not be provided to applicants who have not registered. Registration may be completed online or over the phone. To register online, go to www.ga.cogentid.com. Online registration is available 24 hours a day, seven days a week. To register by phone, dial 1.888.439.2512 Monday through Friday, 8 a.m. to 6 p.m. EST.

When registering for fingerprinting, the Used Motor Vehicle Dealer ORI number that you must use is: **GA922400Z** You must also enter a Verification Code, which is: **922400Z**

Applicants will be required to pay a fee for the fingerprint service and criminal history record check. Credit card or debit card payments are accepted online during registration at www.ga.cogentid.com for applicants who wish to pay electronically.

Applicants have the option of paying at the GAPS service sites by money orders or cashiers checks **PAYABLE TO COGENT SYSTEMS. NO CASH TRANSACTIONS OR PERSONAL CHECKS WILL BE ACCEPTED AT THE PRINT LOCATIONS.**

The applicants can then proceed to the fingerprint site of their choice for fingerprinting. The location and hours of operation for each site are published on the GAPS website at www.ga.cogentid.com.

At the GAPS site the applicants must present an approved state or federal photo identification before beginning the transaction. A list of approved IDs may be found on the GAPS website at www.ga.cogentid.com by clicking the link, "What to Bring." Applicants will not be processed if they cannot produce acceptable identification.

Receipts for successfully completed submittals are available at the GAPS website. You will need your social security number and birth date to access your printable receipt.

GEORGIA STATE BOARD OF REGISTRATION OF USED MOTOR
VEHICLE DEALERS & USED MOTOR VEHICLE PARTS DEALERS
USED MOTOR VEHICLE DEALERS DIVISION
237 COLISEUM DR, MACON, GA 31217
TELEPHONE: 478.207.2440
www.sos.ga.gov/plb/usedcar

DO NOT WRITE IN THIS SECTION
RECEIPT # _____
AMOUNT _____
APPLICANT # _____
INITIAL _____ DATE _____

APPLICATION FOR CHANGE OF DESIGNEE FOR A USED MOTOR VEHICLE DEALER

Submit a non-refundable fee of \$100.00 payable to Used Motor Vehicle Dealers Board

TRADE NAME OF BUSINESS (As appears on the license)

LICENSE NUMBER

EMAIL ADDRESS: _____ **TO BE USED FOR NOTIFICATIONS**

MAILING ADDRESS (Address used to mail the license and renewal notices):

ADDRESS

SUITE NUMBER

CITY

STATE

ZIP CODE

COUNTY

TELEPHONE

PHYSICAL LOCATION ADDRESS (Must match the address on the license; otherwise, an address change request must be made separately. Address will appear on license and online):

STREET ADDRESS (P.O. Box not acceptable)

CITY

STATE

ZIP CODE

COUNTY

BUSINESS TELEPHONE

INFORMATION CONCERNING THE NEW DESIGNEE

PERSON AUTHORIZED TO HOLD LICENSE FOR THE DEALER (DESIGNEE)

RESIDENCE ADDRESS OF DESIGNEE

CITY

STATE

ZIP CODE

GENDER: _____ MALE _____ FEMALE

DATE OF BIRTH : _____/_____/_____

PLACE OF BIRTH: _____

SOCIAL SECURITY NO.*: _____-_____-_____

*THIS INFORMATION IS AUTHORIZED TO BE OBTAINED & DISCLOSED TO STATE & FEDERAL AGENCIES PURSUANT TO
O.C.G.A. § 19-11-1 & O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20 U.S.C.A. § 1001.

THE FOLLOWING QUESTIONS MUST BE ANSWERED BY THE PERSON AUTHORIZED AS DESIGNEE FOR THE BUSINESS (IF BUSINESS IS A SOLE PROPRIETORSHIP, OWNER MUST COMPLETE QUESTIONS)

1. LIST YOUR SALES TAX NUMBER _____

YES **NO**

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2. HAS THE DESIGNEE OR ANYONE ELSE HOLDING AN OWNERSHIP OR FINANCIAL INTEREST IN THIS BUSINESS PREVIOUSLY BEEN LICENSED AS AN INDEPENDENT USED MOTOR VEHICLE DEALER, OR EVER HELD AN INTEREST IN AN INDEPENDENT USED MOTOR VEHICLE DEALERSHIP? IF SO, PROVIDE NAME OF THE PERSON, BUSINESS AND PERIOD OF LICENSURE:

3. HAS THE DESIGNEE OR ANYONE HOLDING AN OWNERSHIP OR FINANCIAL INTEREST IN THIS BUSINESS EVER HAD A LICENSE REVOKED, SUSPENDED, OR OTHERWISE SANCTIONED BY ANY BOARD OR AGENCY, OR EVER BEEN DENIED ISSUANCE OF, OR, PURSUANT TO DISCIPLINARY PROCEEDINGS, REFUSED RENEWAL OF A LICENSE BY ANY BOARD OR AGENCY IN GEORGIA OR ANY OTHER STATE? IF SO, ATTACH EXPLANATION, IDENTIFYING THE PERSON.

4. HAS THE DESIGNEE OR ANYONE HOLDING AN OWNERSHIP OR FINANCIAL INTEREST IN THIS BUSINESS EVER BEEN ARRESTED, CONVICTED, SENTENCED, PLED GUILTY OR NOLO CONTENDERE, OR BEEN GIVEN FIRST OFFENDER STATUS FOR ANY FELONY, MISDEMEANOR, OR ANY OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION? (DWI and DUI are not minor traffic violations.) IF SO, ATTACH **CERTIFIED COURT DISPOSITIONS**. FAILURE TO PROVIDE COMPLETE AND TRUE INFORMATION AS REQUESTED ALLOWS THE BOARD TO REFUSE TO GRANT A LICENSE(O.C.G.A. § 43-1-19(a)(2)). FAILURE TO PROVIDE COMPLETE AND TRUE INFORMATION, IF SUCH RESULTS IN THE GRANTING OF A LICENSE, ALLOWS THE BOARD TO IMMEDIATELY SUSPEND THAT LICENSE(O.C.G.A. § 43-47-8(1)).

5. HAS THE DESIGNEE ATTENDED THE PRE-LICENSE SEMINAR? ATTACH A COPY OF THE SEMINAR COMPLETION CERTIFICATE TO THIS APPLICATION.

6. HAS THE DESIGNEE HAD FINGERPRINTS SCANNED BY COGENT SERVICES FOR THIS APPLICATION? BOARD OFFICE WILL RECEIVE RESULTS FROM COGENT SERVICES.

AFFIDAVIT OF AUTHORIZATION OF THE DESIGNEE

DESIGNEE FOR A CORPORATION OR LIMITED LIABILITY COMPANY

PLEASE PRINT NAMES

I, _____, HEREBY NAME
PRESIDENT OR SECRETARY OF CORPORATION OR LLC

DESIGNEE LISTED ON PAGE 1 OF APPLICATION

AS THE DESIGNATED AGENT FOR THE CORPORATION THAT APPEARS ON THIS APPLICATION FOR LICENSURE. THIS AFFIDAVIT GIVES THE DESIGNEE ALL RIGHTS AND RESPONSIBILITIES OF A LICENSE HOLDER ON BEHALF OF THE CORPORATION OR LLC AND SHALL PROVIDE THAT ACTIONS OR OMISSIONS OF THE CORPORATION OR LLC, ITS OFFICERS, MEMBERS, EMPLOYEES, AGENTS, ASSIGNS, OR DESIGNEES IN VIOLATION OF THE USED MOTOR VEHICLE DEALERS ACT OR IN VIOLATION OF THE USED MOTOR VEHICLE DEALERS BOARD RULES SHALL SUBJECT THE LICENSE HOLDER AND THE CORPORATION OR LLC TO ANY SANCTIONS WHICH MAY BE IMPOSED UNDER THE USED MOTOR VEHICLE DEALERS ACT OR UNDER THE USED MOTOR VEHICLE DEALERS BOARD RULES.

WE UNDERSTAND THAT THE LICENSE IS NOT TRANSFERRABLE, AND SHOULD THE DESIGNATED AGENT TERMINATE EMPLOYMENT OR OTHERWISE BECOMES UNAUTHORIZED TO HOLD THE LICENSE, A NEW APPLICATION WILL BE REQUIRED.

SIGNATURES

PRESIDENT OR SECRETARY OF CORPORATION OR LLC

DATE

DESIGNEE OF CORPORATION OR LLC

DATE

STATE OF GEORGIA

COUNTY OF _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS

_____ DAY OF _____, _____

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

SEAL

AFFIDAVIT OF AUTHORIZATION OF THE DESIGNEE
DESIGNEE FOR A PARTNERSHIP

PLEASE PRINT NAME

WE, THE BELOW NAMED PARTNERS, HEREBY NAME

DESIGNEE LISTED ON PAGE 1 OF APPLICATION

AS THE DESIGNATED AGENT FOR LICENSURE OF THE BUSINESS THAT APPEARS ON THIS APPLICATION FOR LICENSURE. THIS AFFIDAVIT GIVES THE DESIGNEE ALL RIGHTS AND RESPONSIBILITIES OF A LICENSE HOLDER ON BEHALF OF THE CORPORATION AND SHALL PROVIDE THAT ACTIONS OR OMISSIONS OF THE PARTNERSHIP, ITS PARTNERS, EMPLOYEES, AGENTS, ASSIGNS, OR DESIGNEES IN VIOLATION OF THE USED MOTOR VEHICLE DEALERS ACT OR IN VIOLATION OF THE USED MOTOR VEHICLE DEALERS BOARD RULES SHALL SUBJECT THE LICENSE HOLDER AND THE PARTNERSHIP TO ANY SANCTIONS WHICH MAY BE IMPOSED UNDER THE USED MOTOR VEHICLE DEALERS ACT OR UNDER THE USED MOTOR VEHICLE DEALERS BOARD RULES.

WE UNDERSTAND THAT THE LICENSE IS NOT TRANSFERRABLE, AND SHOULD THE DESIGNATED AGENT TERMINATE EMPLOYMENT OR OTHERWISE BECOMES UNAUTHORIZED TO HOLD THE LICENSE, A NEW APPLICATION WILL BE REQUIRED.

SIGNATURES

_____ PARTNER	_____ DATE	_____ DESIGNEE	_____ DATE
_____ PARTNER	_____ DATE		

STATE OF GEORGIA
COUNTY OF _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS

_____ DAY OF _____, _____

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

SEAL

AFFIDAVIT

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia State Board of Registration of Used Motor Vehicle Dealers & Used Motor Vehicle Parts Dealers, and I agree to abide by these laws and rules, as amended from time to time.

I also understand that if I have made a false statement on the application, or if I am found to have been convicted of a felony and have not had all of my civil rights restored pursuant to the law, **the Board may suspend my registration without a prior hearing.** I shall be entitled to a hearing after the suspension of my registration.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

1) _____ I am a United States citizen 18 years of age or older. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or other document as indicated on pages 7 and 8 of the application.**

2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

STATE OF GEORGIA

COUNTY OF _____

SIGNATURE OF DESIGNEE

SUBSCRIBED AND SWORN TO BEFORE ME THIS

_____ DAY OF _____, _____

PRINT NAME

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

DATE

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- ☐ A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- ☐ A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- ☐ A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- ☐ A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- ☐ A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- ☐ A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- ☐ A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- ☐ A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- ☐ In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]